MONTHLY CHECK REGISTER

Month: _____ **Opening balance:** _____

Account: _____ **Closing balance:** _____

Date	Check #	Payee / description	Payment	Deposit	✓	Balance

END-OF-MONTH RECONCILIATION

Ending balance on bank statement	_____
+ Deposits not yet on statement	_____
− Outstanding checks / payments	_____
Adjusted bank balance	_____
Register closing balance (above)	_____
Difference (should be 0.00)	_____

Reconciled by: _____ Date: _____

reportsexcel.com